

Request for Proposals

TANF Funds for the

FATHERHOOD INITIATIVE

June 2006 through June 2007

***Closing Date:**

Applications (an original and 9 copies) must be received by 4:30 p.m. on April 17, 2006, by Gwendolyn D. Brooks, Family Support Services Manager, Department of Social Services, Office of Family Support, 438 Main Street, Room 218, Baton Rouge, LA 70801

Department of Social Services

755 Third St

Baton Rouge, LA 70802

<http://www.dss.state.la.us/>



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NOTICE TO PROPOSERS

The Louisiana Department of Social Services, Office of Family Support, hereby solicits proposals from qualified proposers to develop and implement parenting initiatives that provide opportunities to families with a non-custodial father. Activities (training, workshops conferences, counseling, etc) should encourage and facilitate active parenting by non-custodial fathers. The goal is to increase the father's involvement in their children's lives.

Request for Proposal packages may be obtained by contacting: **Gwendolyn D. Brooks, Family Support Services Manager, Office Family Support/Contract Services, 438 Main Street, Room 218, Baton Rouge, LA 70801 - Telephone (225) 342-2511; Fax (225) 342-2536; E-mail: gbrooks@dss.state.la.us or by downloading the Request for Proposal packet from the DSS Website at <http://www.dss.state.la.us> (Select Request for Proposals)**

Completed proposals, including one original and 9 copies, must be physically in the possession of the **Office of Family Support, Attention: Gwendolyn D. Brooks, FS Services Manager, 438 Main Street, Room 218, Baton Rouge, LA 70801 by 4:30 p.m. on April 17, 2006.** No proposal received after the specified date and time shall be considered. Any questions concerning the RFP must be made in writing and may be submitted by mail, fax, or email to Gwendolyn D. Brooks by April 7, 2006. All submitted questions will be responded to on the website at <http://www.dss.state.la.us> by April 11, 2006.

This announcement does not commit the Department of Social Services/Office of Family Support to award a contract or pay any costs incurred in the preparation of proposals. It is neither a contract nor an offer to contract, but rather a solicitation of proposals which, if accepted by the Department and approved in the manner required by law, may become the basis for a future contract. In the event of a conflict between any term or provision of the RFP and a term or provision in any proposal submitted in response, this RFP shall control. If a proposal alters or modifies any term or provision of this RFP, such changes must be clearly delineated and expressly approved by the Department of Social Services in writing before a contract is issued. A failure to comply with the provisions of this part shall render any such variant term absolutely null.

The Department of Social Services reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. A contract shall be awarded, if at all, to the proposal(s) deemed by the Department in its sole discretion to be the most advantageous to the Department and its clients based on quality of service, cost effectiveness and other considered factors. Any contract is subject to the availability of funds. No contract is final or enforceable until approved by the Department of Social Services and the Division of Administration, Office of Contractual Review. Should any protest or appeals be filed at any point in the procurement process, all activities must cease until all issues are resolved.

Ann Silverberg Williamson
Secretary
Department of Social Services

VISIT OUR WEBSITE @ <http://www.dss.state.la.us>
"AN EQUAL OPPORTUNITY EMPLOYER"

Schedule of Events

This Request for Proposals package contains all of the information and forms necessary to complete and submit a proposal to provide communities with funding opportunities through TANF to develop innovative, strategic programming solutions suited to the unique needs of Louisiana's families. Proposers are encouraged to review the package in detail prior to beginning to prepare the proposal.

Activity	Date
1. Requests for Proposals	April 3, 2006
2. Deadline to Receive Questions	April 7, 2006
3. Questions/Answers Posted on Website.....	April 11, 2006
4. Proposal Due Date	April 17, 2006
5. Proposal Review Committee Meets.....	April 20, 2006
6. Approved Recommendations Submitted to the Secretary	April 24, 2006
7. Successful/Unsuccessful Candidates Notified.....	April 26, 2006

The Louisiana Department of Social Services/Office of Family Support reserves the right to deviate from this schedule.

1.0 Overview of Fatherhood Initiative

This application packet contains guidelines for submitting an application to the Louisiana Department of Social Services Office of Family Support (DSS/OFS) for a performance-based contract to provide opportunities to families with a non-custodial father. Activities (training, workshops, conferences, counseling, etc) should encourage and facilitate active parenting by non-custodial fathers. The goal is to increase the father's involvement in their children's lives. Federal TANF (Temporary Assistance for Needy Families) funds for this competitive selection process are provided through the Louisiana DSS/OFS.

The TANF funds available for this initiative will address the following TANF goals:

- To end the dependence of needy parents on government benefits by promoting job preparation, work and marriage.
- To encourage the formation and maintenance of two-parent families.

The contracts will fund the costs associated with operating fatherhood services by providing a reimbursement each month of the approved expenditures based on a cost reimbursement contract. Funding for this initiative is provided by Federal funds under the Temporary Assistance for Needy Families. Successful proposers may be required to travel to Baton Rouge, Louisiana for negotiation of contract.

All proposals will become public record once the evaluations are completed and an award is made. Any technical data, financial information, overhead rates, or trade secrets protected from disclosure under LA R.S. 39:1490 and LAC 34:V:130, and designated as such in the proposal, shall be kept confidential as required by law. Materials submitted with the proposals become the property of Office of Family Support. The Office of Family Support has the right to use any or all ideas presented in any proposal. Selection or rejection of a proposal does not affect this right.

DSS will not furnish resources or materials to contractors, either during the initial stages or during contract performance itself, except as expressly provided herein.

2.0 General Information and Program Guidance

2.1 Purpose of the RFP

The purpose of the Fatherhood Initiative is to provide opportunities to families with a non-custodial father. Activities (training, workshops, conferences, counseling, etc) should encourage and facilitate active parenting by non-custodial fathers. The goal is to increase the father's involvement in their children's lives. Programs being solicited under this Initiative should address the TANF goals – to end dependence of needy parents on government benefits by promoting job preparation, work and marriage; to encourage the formation and maintenance of two-parent families.

2.2 Eligible Proposers

Those eligible to apply are local or statewide public or quasi-public agencies, non-profit (meeting the requirements of non-profit status as determined by the IRS) and for-profit organizations, including faith-based or other charitable organizations. This initiative will allow organizations/agencies an opportunity to develop innovative and strategic programming solutions suited to the unique needs of Louisiana's communities on a **parish, multi-parish or regional approach**. Faith-based organizations must have a non-faith-based alternative component. Non-profits must be a 501(c) organization and must operate according to bylaws that define its operations and mission. Copies of the IRS determination of 501(c) status and bylaws must be included in the offer.

In accordance with the Louisiana Administrative Code at Title 34, Part V, §136 to make a determination of responsibility with respect to each proposer, the proposer must meet the following standards as they relate to this procurement.

- Have adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Have the necessary experience, organizations, technical qualifications, skills, and facilities, or has the ability to obtain them (including probable subcontractor arrangements); if a proposer intends to use a subcontractor to meet this requirement then the proposer should produce a letter from the probable subcontractor stating that they are willing to provide the required services contingent upon a contract award.
- Be able to comply with the proposed or required time of delivery or performance schedule;
- Have a satisfactory record of integrity, judgment and performance (contractors who are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absence of evidence to the contrary or evidence of compelling circumstance, be presumed to be unable to fulfill the requirement);
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Organizations, which are barred from receiving state or federal funds, may not participate in this initiative, directly or indirectly, nor may a proposing organization utilize such ineligible organization in providing services under any contract awarded as a result of this RFP.

2.3 Required/Allowed Program Activities

Program activities will vary depending on the proposed service. All proposals must state the goal and objective of the proposed service. The proposals must provide a process for outreach/recruitment. Contractors **are required** to recognize the funding agency (DSS) on all outreach material. Any media releases must be coordinated with the DSS Press Secretary. The contractor shall have the DSS logo on all media and published materials including but not limited to brochures, posters and training booklets that are purchased with Agency funds. The proposals must also provide for public awareness of the services to be delivered, a way to verify eligibility, if required for the proposed service, a system to document and track progress towards meeting program goals and objectives and a precise statement of what the State will receive as an end-product of the services.

Programs must include the following elements:

- 1. Employment assistance and job placement program**
- 2. Child Support Enforcement connection**
- 3. Peer support groups**
- 4. Fatherhood curriculum**

Programs may include education, technical training, case management, support group sessions, parenting skills, life skills, employment and placement assistance. They can also include non-custodial father/child activities, such as sports activities, etc. but these should not be used as a stand-alone program.

1. Employment Assistance/Job Placement Programs. Employment assistance is a fundamental component of most fatherhood programs. Provider may partner with the Department of Labor, One Stop Shops, other community entities and local employment services to provide assistance with job search. Provider can partner with these and other entities to provide job readiness if it is not included in the curriculum. Connecting men with realistic employment opportunities helps the fathers to reshape the way they view themselves, their families and their roles as fathers. The goal of this component should be to help fathers earn enough money to stay current on their child support and advance in the labor market. Providers who have their own Job Placement and Assistance programs shall include the following components: job readiness skills, job search, job development, interview preparation, resume writing skills, and referral to educational or job training institutions for those who need enhanced education or skills.

2. Child Support Enforcement Connection. Child support issues pose some of the biggest barriers for fathers. Under this component, programs must provide information to fathers about how to navigate the SES system, how to modify a child support order, how to establish paternity, and how to pursue formal access and visitation. A connection with the DSS Support Enforcement Section (SES) is encouraged.

Additionally, SES may be utilized to help identify services provided through DSS programs which include: Office of Community Services, Head Start, FITAP, Child Support Services, Child Care Assistance, STEP, Food Stamp, Kinship Care and Disability Determinations.

SES will provide pertinent information to provider programs that will benefit fathers. Our agency is also willing to provide staff for the purpose of educating the public and program participants of available services through presentations and educational materials.

3. Peer Support Groups. Peer support groups must be conducted by a facilitator who is trained in a recognized fatherhood peer support program. Even though there is tension in a peer support group, it is accepted very well by fathers because they are all equal and “on the same page.” Fathers are able to confront their inner feelings about themselves. Peer support also helps to facilitate resolution of particular problems such as anger management, communication, relationship building and parenting.

4. Fatherhood Curriculum. Programs shall include or incorporate components of recognized Fatherhood curriculum such as those listed below. These curricula include components which are beneficial to fathers such as effective communication, character building, parenting skills, anger management, conflict resolution and fiscal responsibility.

Quenching the Father’s Thirst. (Program can be found at The National Center for Fathering – (800 593-DADS), www.fathers.com.) This curriculum is recommended for fathers in challenging situations. It provides culturally relevant material that addresses issues for fathers involving fragile families in urban areas. Components of this curriculum include Runaway/Pushed Away Fathers, My Father, My Mother, My Child’s Mother, Becoming a Man, Commitment, Consistency, Caring, Communication, Counseling, The Next Step, and Action Planning. This program has been used in mandated, court-based situations as well as in voluntary situations.

Partners for Fragile Families. (Program can be found at www.npcl.org.) Partners for Fragile Families (PFF) is aimed at helping fathers work with the mothers of their children in sharing the legal, financial, and emotional responsibilities of parenthood. Working at the community level with non-profit and faith-based partners to provide employment, health, and social services, this initiative tests new approaches to involving young fathers with their children and to helping mothers and fathers build stronger parenting partnerships.

Foundations of Fatherhood. (Program can be found at National Fatherhood Initiative, www.fatherhood.org.) This program combats “fatherlessness” by helping men to recognize and understand their roles as fathers and to be willing to accept the challenges set before them by learning skills necessary to be a positive role model. It touches on such subjects as the character of a man/father, the influence of character, anger, improving communication and healthy relationships.

Dr. Dad Program. (Program can be found at the National Fatherhood Initiative, www.fatherhood.org.) This program is designed to increase a father’s parenting skills specifically in the area of health for infants and toddlers. It provides home health and safety tips, and fathers learn strategies to improve child care practices as well as to form positive relationships.

Programs should strongly consider using the Responsible Fatherhood Management Information System provided by the U.S. Department of Health and Human services for fatherhood programs if the proposer does not have existing measurement tools to complete pre and post assessments. The program is free of charge and may be downloaded at [-www.fatherhood.hhs.gov/fi-tools.shtml](http://www.fatherhood.hhs.gov/fi-tools.shtml). It includes assessment tools and allows programs to track the progress of individual fathers and to compile data on program participants for reporting purposes.

Programs must have a written policy regarding domestic violence and substance abuse. The policy should cover staff and participants. For participants, it should reflect how referrals will be made to the appropriate agency and how they will work with that agency.

Programs should also have a written policy regarding child abuse so that no child will be put in harm's way. They should also include how child abuse referrals will be made to the appropriate agency and how they will work with that agency.

Additional Resources and Related Websites -

- Families and Work Institute - www.familiesandwork.org
- Handsnet - www.handsnet.org
- Institute for Responsible Fatherhood and Family Revitalization (301) 773-2044-
www.fatherfamilylink.gse.upenn.edu
- National Center on Fathers and Families - (215) 573-5500 www.ncoff.gse.upenn.edu
- National Fathers' Network - (206) 747-4004 - www.fathersnetwork.org
- National Practitioners Network for Fathers and Families - (800) 343-7633 –
www.npnff.net
- US Department of Health and Human Services- www.hhs.gov
- Father to Father - www.fathertofather.org/natresources.html
- National Partnership for Community Leadership – www.npcl.org

Fatherhood Internet Resources

- The Center on Fathers, Families and Public Policy – www.cffpp.org
- Center for Law and Social Policy – www.clasp.org
- Florida Commission on Responsible Fatherhood –
www.fatherfamilylink.gse.upenn.edu
- National Center on Fathering – www.fathers.com
- The National Fatherhood Initiative – www.fatherfood.org
- National Practitioners Network for Fathers and Families – www.npnff.org
- U.S. Office of Child Support Enforcement Fathers Page –
www.acf.dhhs.gov/programs.html
- Welfare Information Network: Fatherhood and Family Formation –
www.welfareinfo.org/fatherho.htm

Incarcerated Fathers Internet Resources

- Child Welfare League of America – www.cwla.org
- The Corrections Connection – www.corrections.com
- Family and Corrections Network – www.fcnetwork.org
- Parents and Children Together, Inc.(P.A.C.T.) –
www.fcnetwork.org/programs/pact.html
- Project Return (Tulane University of Public Health and Tropical Medicine) –
www.projectreturn.com
- U.S. Department of Justice – Bureau of Justice Statistics – www.usdoj.gov
- Vera Institute of Justice – www.vera.org

Preference will be given to proposals that demonstrate effective collaborations aimed at serving a broad population base. All services must be directed towards needy families or parents with minor children.

2.4 Performance Indicators

Proposals must include year-end program participation targets for each service delivery program component. This year-end target should be a projection of monthly targets to demonstrate how the year-end goal will be met. If 80% of the monthly target for program participation as set in the contract is not achieved, a performance enhancement plan will be required. If the performance enhancement plan is inadequate, the contractor is unresponsive, or if performance does not improve after performance enhancement plan implementation, contract termination will be considered.

Monthly performance measures (outcomes) shall be projected for each initiative.

Recommended examples of short-term and long term performance indicators for this initiative are listed below. In addition to addressing these performance indicators, proposers may develop other measures specific to their unique services.

SHORT TERM

Number of referrals from various sources: DSS, Courts, other sources, contractor recruited.

Number of referrals enrolled in various components of the program each month

Number of participants that maintain contact with SES system each month

Number of participants making payment of child support each month

Number of participants establishing contact with their children each month when it did not exist prior to program enrollment.

LONG TERM

40 % increase in number of participants gaining visitation/access (both formal and informal) who did not have visitation at program enrollment.

40 % increase in number of participants maintaining visitation/access (both formal and informal) who did not have visitation at program enrollment.

70% of all enrolled participants shall complete the program.

60% of participants gain employment/earnings since program enrollment.

60% of participants increase education/complete training since program enrollment

2.5 Population to be Served

The population to be served through this Fatherhood Initiative is low-income non-custodial fathers who are at risk for losing contact with their children.

2.6 Reporting Requirement

The selected contractor will be required to report monthly performance data to the DSS TANF Tracking Database reporting system.

2.7 Monitoring/Evaluation of TANF Services

All contracts awarded through this RFP must grant to the State of Louisiana, through the Department of Social Services, the Office of the Legislative Auditor, Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under the contract. The contractor must cooperate with any monitoring/evaluation site visits or requests for information from the above-mentioned entities.

2.8 Type/Period of Contract

Funding for this initiative is provide by Federal funds under the Temporary Assistance to Needy Families Fund. Under no circumstances will the contractor be reimbursed in excess of the amount specified in the proposal. Services proposed should be performed unless excused in writing by the Department and any cost overruns are solely at the expense of the contractor. The contract term extends from June 1, 2006 until June 30, 2007. At the end of the contract term, the Office of Family Support reserves the right to renew the contract for up to an additional 23 months, if funding is available and performance is acceptable based on reasonable and ongoing progress and satisfactory management of the project.

2.9 Billing

Invoices will be paid on a cost reimbursement basis with the submittal of verification and documentation mandated by the Department of Social Services and State and Federal regulations. Billing for expenses must conform to practices and procedures set forth in the Social Services Procurement Code.

3.0 Ownership of Equipment and Materials

All equipment and materials (including, but not limited to, computers, printers, copiers, facsimile machines, telephones, file cabinets, office furniture, unused office supplies, etc) purchased with funds awarded under this contract may upon completion or termination of the contract become the property of the State of Louisiana and be delivered upon demand to the State or its designee in the manner the State directs. All records, reports, files, data, software and any other materials or information related to this contract or purchased with funds awarded under it may upon completion or termination of the contract become the property of the State of Louisiana and be delivered upon demand to the State or its designee in the manner in which such reports, files, etc., are kept in the ordinary course of business.

4.0 Narrative

The following sections are required elements of the proposal. Proposals that do not contain these elements will not be considered. Applicants need to respond in clear writing to the following sections, or criteria, reviewing these directions carefully and the points affixed to each scoring element.

4.1 Abstract

Give an overview or summary of your proposal, a maximum of one page that tells who you are, how many you will serve, the amount of funds you are requesting and how you will measure outcomes.

4.2 Proposed Narrative

A. Program Description

Describe your program and what your program will do to meet the needs of children and families. List the goals and measurable objectives of your program. Provide a process for outreach/recruitment. The recruitment and outreach methods should be designed with the target population's behavior for accessing such information in mind. How will you recruit participants to your services? How will you conduct intake or determine eligibility? Also provide a way to verify eligibility for your proposed service and a system to document and track progress towards meeting program goals and objectives. How will you conduct data collection and reporting to ensure progress toward stated outcomes is achieved? Describe your timeline for implementation of the project, indicate how and when program components, including any short or long-term outcomes and benefits will be realized. What are your plans if participation in the program drops or is not successful. How will you collaborate or link with other entities to implement your services? What will the State receive as an end-product of your services (be specific)?

The proposal should contain information that will convince readers of your capacity to plan and implement a sound program within the contract timeframe. Tell us about your organization's experience (both in service delivery and in working with low-income populations) in this area within the past three years. If you have had a previous TANF funded contract, you must give an overview of the results. The agency requires name and contact information for two references who can attest to your ability to perform the services outlined in the RFP (**excluding DSS personnel**). Give specific examples of how you have performed similar services, etc. What impact and outcomes have you documented? How will you be able to document your success? Describe your facilities, equipment, community partnerships or other relevant information.

The proposal should identify the planned service area and a description of the need for the service in that area. What are the specific needs of the area you intend to serve? Why does your service area have this need? It might be useful to conduct surveys or use research to demonstrate that the individuals you are proposing to serve would utilize this service. It is important that you have quantitative data in the proposal about your community, especially demographic and economic data of the families or children to be served. State poverty data alone is not sufficient; you must describe your service area and the needs specific to the type of service or program you are proposing. Depending on the type of service you are proposing, census data, school achievement, crime rates, homelessness data, substance abuse statistics and others can be good sources of information to assist you.

B. Proposer Qualification

Provide a narrative description of the qualifications and experience of the proposing organization, as distinct from the qualifications of its key personnel, which demonstrates the firm's fitness and its ability to satisfactorily manage the services required by the RFP.

The organization must have systems of accountability to the community it serves, including a community-based Board of Directors. The names, affiliations, addresses and telephone numbers of Directors must be included in the proposal. Any potential conflicts of roles or responsibilities with other organizations or projects should be resolved. The organization must be free of conflicts of interest. The proposer should be able to demonstrate that the information has been disseminated fairly and impartially. Governmental entities are exempted from including Board of Directors information in the proposal.

The selected contractor should have sound business management capability. It must also have adequate liability insurance and adopt referral procedures that limit liability risks. the Office of Risk Management recommends a minimum of \$1,000,000 in coverage.

C. Collaboration Details

Describe the relationship of the proposer's organization to the community at large. Describe the proposer's ability to form successful partnerships with all agencies, organizations and personnel, including plans for public-private partnership in accomplishing the goals of this RFP.

5.0 Proposal Evaluation Criteria

5.1 Review Process

All proposals will be reviewed and evaluated by a committee consisting of Department of Social Services personnel and other qualified professionals. The committee will recommend for selection the proposal or proposals which receive the highest score(s) in accordance with the evaluation criteria described below. The final decision will be made by the Assistant Secretary, Office of Family Support, with concurrence of the Secretary of the Department of Social Services. The State reserves the right to award without discussion based on initial proposals received.

5.2 Criteria for Selection

With a 100 point scale, each proposer will be graded on demonstrated ability regarding:

- A. Methodology and Quality of Program Design
- B. Experience and Capacity of Organization
- C. Cost Effectiveness
- D. Service Delivery Area
- E. Personnel

5.3 Methodology and Quality of Program Design (35 Points):

Addresses the required components of the RFP. Details how the project will be accomplished, including schedules, data collection and analysis, deliverables, quality assurance, reporting, use of key personnel. Indicates ability to produce measurable gains toward meeting goals; clarity to which project objectives are defined, measurable and relevant to goals; extent to which programming is based on recognized models of service delivery. Clarity and rationale with which both problem and solution are defined.

5.4 Experience and Capability of Organization (25 Points):

Professional qualifications of organization or entity; experience providing services to targeted population; capacity to build or maintain community networks.

5.5 Cost Effectiveness (20 Points):

Itemized budget, budget narrative and cost allocation plan, if applicable, detailing proposed cost components; extent to which cost is proportional to established need and client service; financial stability without regard to TANF funding.

5.6 Service Delivery Area (10 Points):

Service targeted in high-risk areas (parish, multi-parish, regional), describes demographics and economics of community as well as ability to target participant.

5.7 Personnel (10 Points):

Job descriptions and qualifications of key personnel who will direct program and provide service delivery to client; resume of key personnel, adequate number of staff to delivery services.

6.0 Instructions for Completing the Budget and Billing Method

6.1 The Budget and Budget Narrative

The budget must be completed using the attached budget form. Budget items should be itemized according to administrative and direct costs. Categories are listed below. Also, please be sure to report the expenditure appropriate column (i.e. Program Operation vs. Administration Cost). The grand total must reflect the total budget requested. **The Budget Narrative should be completed on a separate sheet of paper titled “Budget Narrative”.** Please note the 10% cap on administrative cost. The Budget Narrative should detail all Budget Line Items under each Expenditure Category. For example, the Salaries Category should outline each salaried position including title and monthly or hourly salary.

Provide the description of the expenditure that corresponds to the class of expenditure: for example, salaries, benefits, and supplies.

Salaries - On the Budget Detail Form, give the detail of the total amount of salaries, wages, participant incentive payments, sabbaticals, etc., to be paid to program personnel.

Give length of employment, number of months (weeks, hours) to be paid, and amount per month (week, hour). For new positions, list the names and/or titles of employees; give a brief job description of each. (Salaries must be in line with those in similar positions within the community). Be sure to only include the salaries as they relate to the proposed service (an executive director may also have responsibilities in other program areas, only the time spent on proposed service is allowable). Please indicate administrative or direct nature of salary.

NOTE: Salary and Employee Benefits for direct service delivery staff should be shown in the Direct Amount Column and do not apply to the 10% administrative cap.

Employee Benefits – Show the total amount of appropriate employee benefits for program personnel.

Purchased Professional and Technical Services - Provide a breakdown of services to be rendered, all related expenses covered by the contract, the number of days or hours, and the rate per hour or day. Includes, banking services, data processing.

Purchased Property Services - Show rentals, repairs, lease and maintenance.

Other Purchased Services – Items such as postage, telephone, printing, transportation, field trips, lodging, etc.

Supplies – Instructional materials, other materials related to program service

Other – Expenditure items that do not apply to the above mentioned

6.2 Billing Methods

All services must be billed as cost reimbursement.

- **Programmatic functions include:**
Direct costs associated with providing services such as assessment, case management, evaluation and audit service functions, salaries and indirect costs associated with performing service functions, supplies equipment and travel related to the performing of service functions, technology/management information systems not related to administrative functions
- **Administrative functions:**
Administration and coordination of program, salaries and indirect cost associated with performing administrative functions, program monitoring, activities related to eligibility determination, supplies equipment and travel related to the administration of the program.
- **Non-Allowable Expenses:**
TANF funds may not be utilized for the following purposes:
 - Purchase of vehicles
 - Renovation, construction, or purchase of building used for program operation
 - Payment of bad debts or interest payments as a result of credit arrangements
 - Medical services
 - Purchase of alcohol
 - Payment of stipends to program participants without prior authorization from DOA/DSS
 - Services or material deemed inappropriate in relation to service delivery

- **Travel Expenses:**

All travel expenses must be in accordance with the Louisiana State Travel Regulations which can be found at <http://www.doa.Louisiana.gov/osp.travel/travelOffice.htm>.

Application Checklist

Fatherhood Initiative

Hand deliver or mail to be received by April 17, 2006 to:

*Department of Social Services
Office of Family Support
Gwendolyn D. Brooks
438 Main Street
Baton Rouge LA 70802*

***NO FAXED COPIES WILL BE ACCEPTED
ALL SIGNATURES MUST BE ORIGINAL***

<p>CHECKLIST OF REQUIRED SECTIONS Without the following, your application will not be considered for funding.</p>
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PLEASE INCLUDE CHECK LIST WITH YOUR PROPOSAL THAT INDICATES YOU
HAVE INCLUDED ALL ELEMENTS

- ☐ Original and 9 copies (including completed set of attachments)

PROPOSERS MUST ASSEMBLE THE PROPOSALS IN THE FOLLOWING ORDER:

- ☐ Signed Cover Page (See attached form page 18)
- ☐ Table of Contents (Proposal should be page numbered)
- ☐ 1-page Abstract (includes projects' intent and methodology outline)
 - ☐ Narrative section (The Narrative section must follow the order as listed in Section 4.0 - Narrative)
- ☐ Budget Summary Form (See attached form page 20)
- ☐ Budget Narrative (Should be completed on a blank page titled "Budget Narrative.")
- ☐ Signed Board Resolution for State Contract Providers
- ☐ Resumes and position descriptions for key staff
- ☐ Copy of most recent audit (If your organization is not required to submit an audit, or your agency has not performed an audit, please submit an explanation to this effect.)
- ☐ Financial statement (Financial statement be clearly labeled and should cover the latest annual fiscal year of the proposer (organization) or the latest 12 month period.
- ☐ IRS 501 © status (See page 6, Section 2.2 – Eligible Proposers)
- ☐ Two references and contact information (**excluding DSS personnel**) (See page 12, Section 4.2 A Program Description)

Proposal Cover Page

PLEASE DO NOT WRITE IN THIS SECTION.

Name of Applicant Organization

Federal ID Number

Program Name

Applicant's Mailing Address:

City

State

Zip

Name of Program Director

Telephone No.

Fax No.

Email address

TYPE OF AGENCY

() Public Non-Profit Community-Based Organization

() Private Non-Profit Community-Based Organization

() Faith-Based Organization

() Public Agency

() Other _____

RECEIPT OF ALL OTHER STATE FUNDS:

Check all that apply to applicant organization

() Teen Pregnancy Prevention Program (TPPP)

() Community Response Initiative (CRI)

() After School Enrichment

() Other _____

TOTAL FUNDS REQUESTED:

\$ _____

PARISH(ES) to BE SERVED :

PROPOSED NUMBER TO BE SERVED:

CERTIFICATION

I (We) hereby certify that _____ on behalf of _____ is fully authorized, by
(Name of Individual) (Agency Submitting Application)

law or by corporate resolution (attached) to submit the following Application for Funds, that the information contained herein is true and accurate to the best of my (our) knowledge and belief; and that I (we) am (are) fully authorized to submit said application on behalf of said agency.

Official Authorized to Submit Application

Title

Date

HAND DELIVERY PROPOSAL TO:

Department of Social Services
Office of Family Support
Gwendolyn D. Brooks, FS Services Mgr
438 Main Street
Baton Rouge LA 70802

OR

MAIL PROPOSAL TO:

Department of Social Services
Office of Family Support
Gwendolyn D. Brooks, FS Services Mgr
P. O. Box 94065
Baton Rouge, LA 70804-9065

BOARD RESOLUTION FOR STATE CONTRACT PROVIDERS

State of Louisiana

Parish of _____

On the _____ day of _____, 20_____, at a meeting of the Board of
Directors of _____, with a quorum of the directors

Present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation does hereby authorize
_____ (name and title) and his/her successor in
office to negotiate terms and conditions that he/she may deem advisable, contract(s) with the
Louisiana Department of Social Services, and to bind this organization to execute said
documents on behalf of the corporation, and further we do hereby give him/her the power and
authority to do all things necessary to implement, maintain, and/or review said documents.

The above resolution was passed by a majority of those present and voting in accordance with
the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the
minutes of the meeting of the Board of Directors of _____,
held on the _____ day of _____, 20_____.

Secretary

Date

Budget Form

**Department of Social Services
2006-2007 Budget Summary**

Name of Proposer _____

Street Address 1 _____

Street Address 2 _____

City, State, and Zip _____

Program: _____

For those proposers with multiple funding sources, a cost allocation plan must be included with this proposal. The plan must identify all funding sources and the percentage of cost that are associated with each funding source. This information is for the proposed services only, not for the entire organization. The cost allocation plan, if applicable, should be placed in the proposal behind the budget narrative. It should outline the shared costs of the project, what funding sources will be involved and the percentage of the funding sources involvement.

EXPENDITURE CATEGORY	ADMINISTRATIVE AMOUNT	DIRECT AMOUNT	TOTAL
SALARIES			
EMPLOYEE BENEFITS			
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES			
PURCHASED PROPERTY SERVICES			
OTHER PURCHASED SERVICES			
SUPPLIES			
OTHER			
<u>GRAND TOTAL</u>			

**TANF Funded Fatherhood Program
Clarification on Administrative and Allowable Costs**

#TI01-01

As a general rule, administrative costs for TANF-funded services should be no more than 10 percent of an entity's total allocation. **Agencies who receive TANF funding shall ensure that any contractors adhere to these specifications.** The examples below should help illustrate the types of cost allocations that would generally be considered to be administrative or non-administrative costs and identified costs that are would not be considered allowable even if otherwise related to service delivery.

The cost of salaries and related benefits should be calculated only for the percentage of time personnel works on TANF-funded activities. For example, a project director may be employed full time, but only 4 hours per week is allocated for TANF-funded activities. Only that portion of salary and benefits should be considered as an allowable cost, not the entire annual salary. Recipient agencies shall also ensure that any building costs related to program operation charge only the percentage of time that the facility is utilized for operations related to a TANF activity. For example, a program may receive funding from multiple sources, only the amount of time the building is used to provide TANF services should be considered a TANF expense. TANF shall not be used to subsidize building operations for other services.

The following are guidelines as to what is considered an administrative cost:

- ✓ General administration or coordination of program, including accounting and payroll functions;
- ✓ Salaries and indirect costs associated with performing administrative functions;
- ✓ Supplies, equipment, travel, postage, utilities and office space related to the administration of a program;
- ✓ Activities related to eligibility determinations;
- ✓ Preparation of program plan, budget and schedules; and
- ✓ Program monitoring and audits of service functions.

The following are guidelines as to what is considered a non-administrative cost:

- ✓ Direct cost of providing program services including client activities, assessment, case management, etc.;
- ✓ Salaries and indirect costs associates with performing services functions;
- ✓ Supplies, equipment, travel, postage, utilities and office space related to the performing of services functions;
- ✓ Evaluations of service functions
- ✓ Technology/management information systems (including data tracking for performance) not related to payroll, personnel or other administrative functions.

The following are not generally considered allowable costs under TANF, even if they are related to program operations:

- ✓ Purchase of vehicles;
- ✓ Renovation, construction or purchase (including payment of a mortgage) of a building used for program operation;
- ✓ Payment of bad debts, or interest payments as a result of credit agreements;
- ✓ Medical services;
- ✓ Payment of stipends to program participants without prior authorization from DSS;

- ✓ Payment of on-going basic needs (cash, food or housing) beyond four months;
- ✓ Services provided to elderly adults without minor children and single adults without children
- ✓ Payment of basic needs (housing, beds, etc.) for minors and adults in secure facilities;
- ✓ Payment of equipment costs that exceed or are disproportionate in relation to the cost of service delivery;
- ✓ Purchase of alcohol; and
- ✓ Services/materials determined to be inappropriate in their relation to program delivery.